

## **CITY OF BEAVERTON**

### **Sign and Marking Lead**

#### **General Summary**

Serve as crew lead responsible for managing small or routine projects. Plan, assign and review crew work. Perform a full range of fabrication installation, maintenance and repair duties related to traffic signs and marking, including the operation of small equipment. Perform administrative duties to assist with efficient and effective flow of work within section. May act as Supervisor in his or her absence.

#### **Key Distinguishing Duties**

Coordinate small or routine projects and serve as Lead Worker to the section including the following: daily planning and work assignments of crews; conducting the performance discussions; developing the performance appraisals for assigned employees.

#### **Essential Functions**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Assign, schedule and review staff work. Provide coaching to employees and develop performance evaluations. Participate in the selection process.
2. Serve as a member of the Street/Traffic section leadership team. Evaluate performance and program effectiveness and recommend action for improvement as necessary. Prepare reports. Provide input into the five year plan. Assist in the preparation and monitoring of the section budget.
3. Act as primary person in coordinating projects. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met and sound environmental practices are followed.
4. Ensure damaged, deficient or non-conforming signs and barricades are repaired or replaced according to established procedures.
5. Review all existing traffic signs for content, clarity and conformance to standards annually. Review inventory information to ensure accuracy relative to sign type and location.
6. Respond to damaged, deficient or otherwise non-conforming traffic control signs or barricades.
7. Design, modify, supplement or establish new traffic control devices as outlined by the Traffic Control Board and Transportation Division.

8. Maintain existing pavement markings throughout the City.
9. Coordinate work activities with staff, internal and external customers, contractors, vendors and the general public. Develop contract specifications for bid requests.
10. Perform work of crew members. Operate tools and equipment including computer graphics cutter, extruded thermoplastic applicator, bituminous adhesive applicator, striping machine and pavement marking tools. Identify equipment needs. Ensure equipment is properly maintained.
11. Participate in construction bid process and serve as contract administrator. Provide project overview for conformance to contract specifications. Authorize payments to contractors and consultants.
12. Identify and update mapping information. Monitor and maintain computer maintenance management system. Review record keeping and documentation to ensure compliance with local, state and federal agencies, laws, codes, ordinances and regulations.
13. Review record keeping and documentation to ensure compliance with local, state and federal agencies, laws, codes, ordinances and regulations.
14. Assist in ordering needed materials. Complete paperwork and records. Follow up on incorrect or non-received purchases.
15. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
16. Produce an acceptable quantity and quality of work that is completed within established timelines.
17. Model and coach employees on excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
18. Represent the Street Traffic section and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
19. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
20. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
21. Participate in the City Emergency Management program including classes, training sessions and emergency events.
22. Follow standards as outlined in the Employee Handbook.

23. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

### **Other Functions**

1. Respond to citizen inquires and requests.
2. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Advanced knowledge of safety practices and procedures related to traffic marking, traffic fabrication and flagging.
- ◆ Advanced knowledge of practices and techniques of traffic marking and traffic sign installation, maintenance, repair and replacement including paint types and traffic marking materials including geometric layout.
- ◆ Expert knowledge of the Manual Uniform Traffic Control Devices.
- ◆ Advanced knowledge of sign fabrication including silk screen production methods, computer graphics.
- ◆ Working knowledge of the laws and regulations governing traffic marking and traffic signs.
- ◆ Working knowledge of the federal, state, and local standards, codes, ordinances, laws and regulations governing civil engineering, public works engineering, construction and inspection projects.
- ◆ Working knowledge of practices and principles of civil engineering.
- ◆ Working knowledge of engineering design practices.
- ◆ Working knowledge of computer aided design and drafting programs.
- ◆ Working knowledge of issues and trends in the construction industry.
- ◆ Basic knowledge of project budgeting.
- ◆ Basic knowledge of project management techniques.
- ◆ Basic knowledge of managing consultant and construction contracts.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Basic knowledge of practices and principles of public/business administration and decision-making.
- ◆ Basic knowledge of human resources management practices.
- ◆ Basic understanding of strategic planning methods with an emphasis on services related to traffic marking and traffic sign installation, maintenance, repair and replacement.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

### **Skills/Abilities Required**

- ◆ Advanced ability to read technical manuals, maps and equipment manuals.
- ◆ Advanced ability to use hand tools and small equipment used in traffic marking and signage.
- ◆ Advanced ability to maintain accurate records.
- ◆ Advanced ability to perform engineering computations.
- ◆ Advanced ability to apply and interpret codes and ordinances.
- ◆ Advanced ability to read engineering plans and specifications.
- ◆ Ability to manage consultant and construction contracts.

- ◆ Strong ability to productively participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Skill in conceptual analysis and policy/program development and implementation.
- ◆ Ability to develop budget input and resource estimates.
- ◆ Strong ability to productively lead and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to effectively lead a staff including training, coaching, scheduling and reviewing work.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

### **Minimum Qualifications Required for Entry**

High School diploma or GED and 5 years experience in traffic marking and traffic sign fabrication, installation and maintenance with 1 year operating tools and equipment used in this field, and some experience in a lead role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Traffic flagger training required within three months of employment.
- ◆ International Municipal Signal Association Level I and II Signs and Marking certification required, Level III desirable.
- ◆ International Municipal Signal Association Work Zone Traffic Control Specialist certification desirable.
- ◆ CPR and First Aid certification within six months of employment.

### **Working Conditions**

Frequent focus on a computer; daily precise control of fingers and hand movements; daily standing for prolonged periods; weekly lifting, moving and carrying of objects over 50 pounds; rare lifting up to 90 pounds; crouching, crawling, bending, kneeling, climbing or balancing; frequent work in all weather conditions and around traffic; occasionally called to respond to emergency conditions in off-hours; regular exposure to hazardous chemicals, fumes, vibrations and high noise levels; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

## Classification History

As of 10/97: Traffic Sign Technician III

Revised: 1/98

New class specification title 7/98: Sign and Marking Lead

Revised: 11/04

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

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Department Head Signature

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Human Resources Signature

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